

TOWN OF CARLETON PLACE  
JOB DESCRIPTION

**DATE:** March 2016  
**TITLE:** Lifeguard  
**REPORTS TO:** Pool Supervisor

**POSITION SUMMARY:**

Responsible for monitoring recreational swimming activities, including: patrolling the pool deck and scanning the water, as well as monitoring patrons to ensure a safe swim environment.

**DUTIES:**

1. Supervise participants and maintain complete vigilance to minimize risks, and be ready to respond at all times;
2. Ensure participants meet the minimum requirements of the Aquatic Admission Standards during all swims;
3. Ensure proper zone coverage and guard station positioning;
4. Provide a high level of front line customer service including greeting and engaging participants;
5. Communicate with participants in regards to lesson opportunities and accident prevention;
6. Complete administrative duties in a timely manner (e.g. attendance, incident/accident reports);
7. Report all concerns, accidents and incidents to immediate supervisor for follow-up and take appropriate action;
8. Maintain an understanding of department programs and services;
9. Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff;
10. Attend meetings/training as required;
11. Maintains aquatic fitness and endurance skills as per the screening standards of the Town of Carleton Place;
12. Responsible for facility cleaning as directed by the Supervisor; and
13. Performs other duties as assigned.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Manager of Recreation and Culture.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING CONDITIONS** - The Lifeguard will be expected to work days, evenings and on weekends and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted and monitored by the Manager of Recreation and Culture as needed.

**Physical Demands** –The responsibilities will include physical demands such as lifting and carrying equipment and supplies for activities, events and maintenance. The Lifeguard will be expected to participate, instruct or train others in recreation and pool programs which may lead to strenuous physical activity.

**Environmental Conditions** - The Lifeguard will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the Public and of staff. The environment may be busy, noisy and the Lifeguard may be required to respond to emergency/stressful situations.

**Sensory Demands** – The sensory demands may include the use of the computer, which may cause eyestrain and occasional headaches.

**Mental Demands** – This role is exposed to stress and pressure associated with positions that are responsible for guarding the public. The Lifeguard will have to manage a number of requests and tasks at one time and must be prepared to deal with tight deadlines and unplanned interruptions that are a result of external customers, etc. Excellent organization, time and stress management skills will be needed to complete the required tasks.

**POSITION REQUIREMENTS:**

1. Current National Lifeguard – Pool;
2. Current Standard First Aid/CPR C/AED from an accredited organization;
3. National Lifeguard – Waterfront an asset;
4. Additional aquatic certifications and/or experience considered an asset;
5. Exceptional customer service and communication skills; and
6. Submit or agree to a Vulnerable Sector Criminal Record Check.

Approved:

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C.A.O.

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DEPARTMENT HEAD

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EMPLOYEE